

## Modifying a Completed STRIPES Account Request in MIS

**Document Objective:** This guide will instruct STRIPES end users on how to modify their existing, completed STRIPES user account request in MIS. An existing, completed STRIPES account request in MIS may need to be modified for a variety of reasons, including:

- Need to add a new route role or security group
- Need to remove an existing route role or security group
- Need to update FPDS-NG user ID
- Need to change HCA or child sites
- Upload a new electronic signature (for contracting officers only)

**Document Audience:** This document is targeted towards the end user, who will be submitting the modified STRIPES user account request in MIS. If the modified STRIPES account request in MIS is approved by the first-level approver, the STRIPES Help Desk will then process the account request and modify the end user's STRIPES user profile accordingly.

**All requests to modify an existing STRIPES user profile *must* come through MIS and must be initiated by the end user only. The STRIPES Help Desk cannot modify an existing STRIPES user profile without an account request submitted through MIS. Please do not contact the STRIPES Help Desk, first-level approver, SPOC, etc. with requests to modify a STRIPES account.**

### Instructions:

**Step 1:** Log in to MIS (<http://mis.doe.gov>)

**Step 2:** Select DOE Corporate Applications → Application Access Request, as shown in Figure 1.

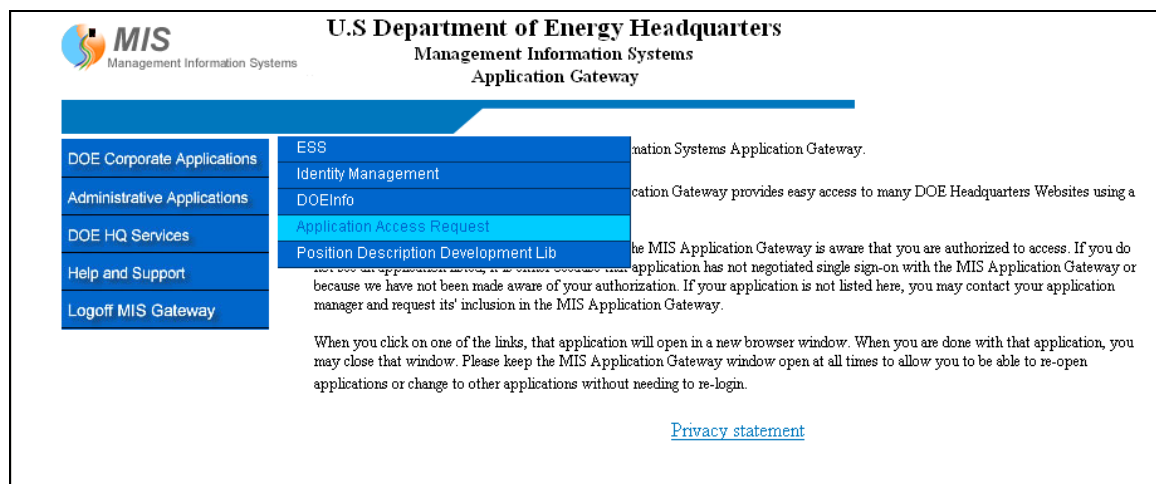



Figure 1

**Step 3:** After verifying your information, click the “Update/Continue” button, as shown in Figure 2.


**MIS**  
Management Information Systems

**U.S Department of Energy Headquarters**  
Management Information Systems  
Application Gateway

**Help Line**  



---

---Email  
ESSSupport@hq.doe.gov  
  
---Phone  
301-903-0605  
  
Help desk is available from 7:30  
a.m.-5:00 p.m Eastern time Monday-  
Friday (except federal holidays)

**Application Access Request - User Verification Form.**  
  
**Card, Krista J**  
\* - Required  
  
*Verify Your Current Information and Update if needed.*  
Line 1: \* U.S. Department of Energy, Headquarters  
Line 2: Forrestal  
Line 3: 1000 Independence Avenue, S.W.  
**Office Address:** Line 4:   
City: \* Washington  
State: \* DC Zip: \* 20585  
  
**Email address:** \* krista.card@inc.doe.gov  
(Enter a valid business email address)  
**Room number:** \* 1E-061  
**Phone number:** \* 202-586-9823  
(Enter a valid business phone number)  
  
Update/Continue

Figure 2

Step 4: Click on the STRIPES link, as shown in Figure 3.


**MIS**  
Management Information Systems

**U.S Department of Energy Headquarters**  
Management Information Systems  
Application Gateway

**Help Line**  


---

---Email  
I-MANAGE.HelpDesk@hq.doe.gov  
  
---Phone  
HQ: 301-903-2500  
Toll Free: 1-866-834-6246  
Option #4, Option #1

**Application Access Request**  
  
**Card, Krista J**  
Click on the appropriate application link that you need access for:  

- [IDW](#)
- [STARS](#)
- [STRIPES](#)

  
[Close this window](#)

Figure 3

Step 5: Most, if not all, users will be modifying their privileges for the Production instance. Click on the “Replace” link for the Production instance, as shown in Figure 4. This link will allow the user to modify their original STRIPES account request in MIS.

**MIS**  
Management Information Systems

**U.S. Department of Energy Headquarters**  
Management Information Systems  
Application Gateway

**Help Line**

---Email  
I-MANAGE.HelpDesk@hq.doe.gov

---Phone  
HQ: 301-903-2500  
Toll Free: 1-866-834-6246  
Option #4, Option #1

**Application Access Request - STRIPES**

*Card, Krista J*

Below is a list of STRIPES requests

Action	Request ID #	Account	Instance	Status	Status Date
<a href="#">Replace</a>   <a href="#">Review</a>	6606	STRIPES	QA/TEST	Completed	04/01/2008
<a href="#">Replace</a>   <a href="#">Review</a>	6217	STRIPES	PROD	Completed	02/15/2008
<a href="#">Re-Submit</a>   <a href="#">Review</a>	5940	STRIPES	TRNG	Terminated	03/18/2008

*NOTE: You cannot make changes to the existing requests. You can cancel a pending request and add new.*


To ADD a new instance click [here](#)

[Back to AAR menu](#)

**Figure 4**

Step 6: Make the changes needed on this form, as shown in Figure 5. The form will be pre-populated with the original STRIPES account request information previously submitted by the user in MIS.

At the bottom of this form, as shown in Figure 6, type into the comments field the reason(s) why these changes are needed.



**U.S Department of Energy Headquarters**  
 Management Information Systems  
 Application Gateway

---

Application Access Request - STRIPES  
 ( REPLACE this request)  
  
 CARD,KRISTA J

Request ID Number: 6217 Entered on: 02/13/2008 Account Type: STRIPES Instance: PROD  
 Status: *Completed* Status Date: 02/15/2008  
 Processed by: LONG,BRYAN K Approving Official's Comments:

Existing Access Request information is pre-flooded. Make appropriate changes and click on "REPLACE" button at the bottom of the page

**NOTE: SECTION 1 and SECTION 2 is applicable only if Account Type selected is "STRIPES User Account".**

Account Type:

- ☒ STRIPES User Account
- ☐ Server Admin Account - UNIX
- ☐ Server Admin Account - ESB
- ☐ Server Admin Account - WINDOWS

---

**SECTION 1**

(Below data fields are applicable for STRIPES User Accounts only.)

Select HCA and child site(s):

- ☐ Environmental Management (EM)
- ☐ Environmental Management (EM) - Office of River Protection (ORP)
- ☐ Environmental Management (EM) - Richland Operations
- ☐ Environmental Management (EM) - Savannah River Operations
- ☐ Environmental Management Consolidated Business Center (EMCBC)
- ☐ Golden Field Office

Figure 5

☒ Administrator/Help Desk  
 (Applies to Sys Admin, Site Admin, & Help Desk only)

---

**SECTION 3**

Select your approving official:

Requestor Comments (optional):

Please provide a business reason supporting your need to access STRIPES, such as "Assigned new job responsibility in Accounts Payable" or "New Employee in Accounts Receivable Division" (required):

*NOTE: If you decide to Replace this access request, it will send an email to notify the STRIPES access administration.*

Figure 6

Step 7: Click the Replace button at the bottom of the page, as shown in Figure 6. Make sure you have included your approving official and the reason changes are needed.

The following two paragraphs apply only to contracting officers. If the user selected the “Yes” radio button for Contracting Officer, he will be asked to upload an electronic signature, even if he previously uploaded an electronic signature. If an electronic signature was previously uploaded it is not necessary to upload a new electronic signature.

Uploading an electronic signature is strongly recommended, but optional. The electronic signature must be in one of four image file formats: \*.tif, \*.jpg, \*.gif, or \*.bmp. A \*.tif file that is 0.25 inches (150 pixels) high by 2.25 inches (1350 pixels) wide and contains 600 dots per inch (1 dot = 1 pixel) is preferred. Further details are listed on the web page.

This paragraph applies to all end users. The modified STRIPES account request will go through the entire STRIPES account approval process. While the account request is being considered the end user will still have his original access rights to STRIPES. The end user will be contacted when the modified STRIPES account request has been processed. If approved by the first-level approver, the end user’s STRIPES user profile will be updated accordingly by the STRIPES Help Desk.